



## UTAH STATE SENATE

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### UTAH SENATE

#### **Invites applications for the position of: Communications Intern for the Utah Senate**

**PHYSICAL ADDRESS:** Utah Senate  
320 State Capitol  
Salt Lake City, Utah 84114

**OPENING DATE:** December 17, 2018

**CLOSING DATE:** Until filled. We will be interviewing applicants as resumes are received.

**Overview:** The Utah Senate Communications office is looking for a creative communications intern who is willing to contribute and provide support with various tasks during the 2019 General Session. The intern will work directly with the communications director to develop and promote communications outreach for the Senate. The communications intern will have the chance to help implement communication strategies and create written and video content for the website and newsletters in the fast-paced environment of state government. This is an excellent opportunity for those interested in communications and the legislative process.

#### **Responsibilities will include, but not limited to:**

- Monitor and track local news
- Draft blog post and newsletter articles
- Live tweet
- Take pictures of Capitol events
- Film and edit videos
- Design graphics
- Create presentations
- Research talking points for numerous topics

Applicants should have a strong interest in political communications, digital media and policy, be willing to work in a fast-paced environment and be interested in the legislative process.

#### **Qualifications:**

- Excellent writing skills
- Solid understanding of the different social media platforms
- Graphic Design
- Video editing, Final Cut experience is a plus
- Proficient in Microsoft Word programs
- Consistent demonstration of responsibility and initiative

- Ability to complete tasks under deadlines with high quality while managing multiple projects
- Motivated, creative, detail-oriented, adaptable and dependable
- Team player who also excels as an individual contributor
- Bachelor's degree, currently pursuing a degree from a university/college, or relevant work experience. Communications or related field program is preferred, but not required.

**Start Date:** The paid (stipend) internship begins in January and ends the last week of March.

**To Apply:** Please e-mail the following documents to [hr@le.utah.gov](mailto:hr@le.utah.gov) with the subject line "Senate Communications Intern"

- Cover letter
- Resume
- Three References
- Writing Sample
- Video examples, if available
- Graphic examples, if available